Moving to TCS, IT-related Information

Craig Stacey

IT Manager

Systems Administrator

Mr. Belvedere Fan-fiction Writer

Occasional Wearer of Pants

Beer Enthusiast

Supreme Ruler of the Mole Kingdom! (Tuesdays only)

The problem

- Everyone has a computer
- We're moving to a new building
- That building has a new network
- We need to get everything taken apart before the move
- But not too early, people still need to work
- We need to get everything put back together after the move
- We have to minimize downtime, because, apparently, people *still* need to work
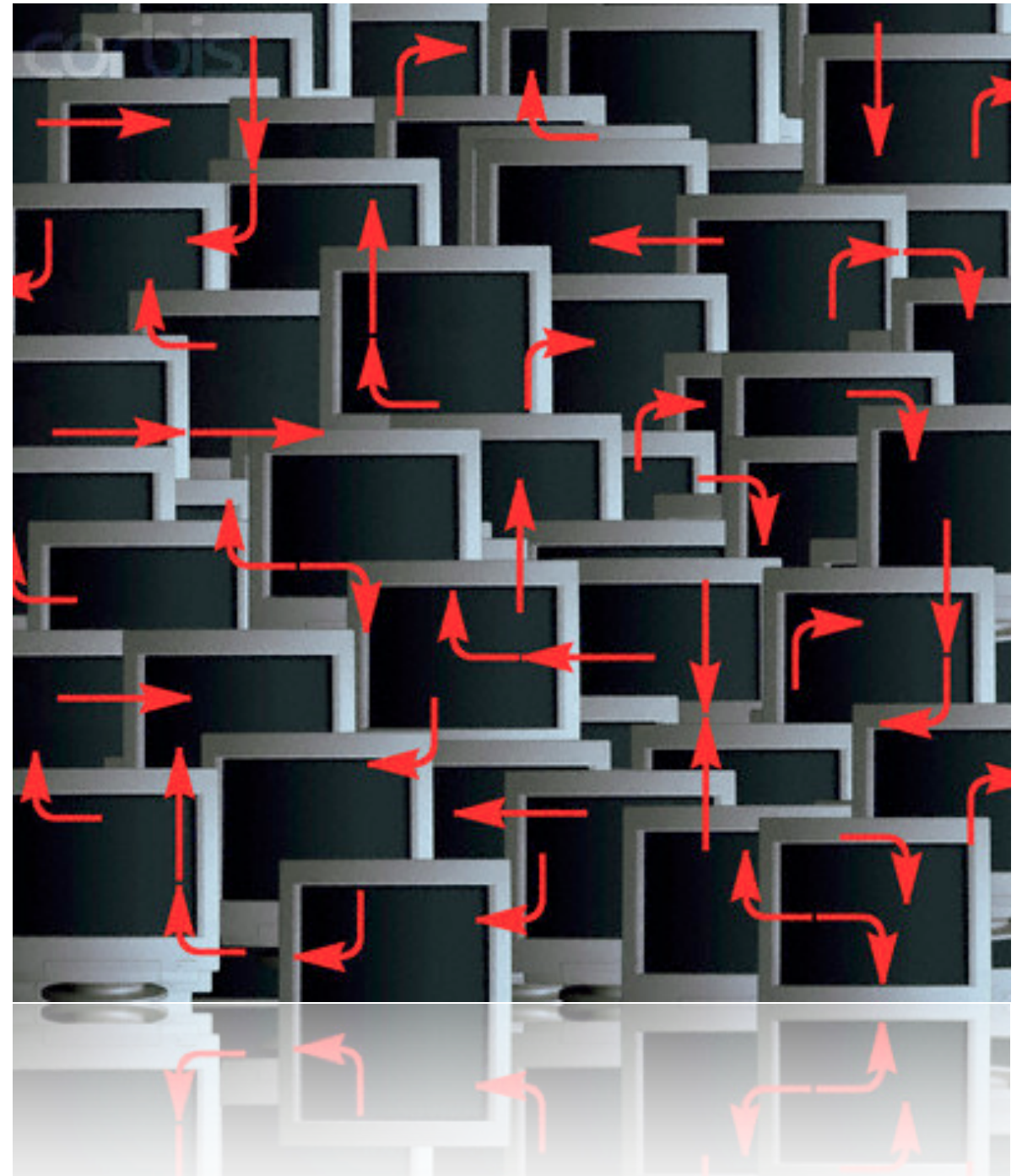
The solution

- We're replacing the computers with rocks
- On Monday, September 14th, when you show up at work, you'll be issued your hammer
- On arriving to your office, you will find a rock, some boards, and a nail.
- Bang on the nail until the boards are well-secured to the rock
- Repeat as necessary

Tuesday, September 1, 2009

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Okay, seriously

- See **http://wiki.mcs.anl.gov/TCS** for information on the move, including getting packed, getting unpacked, and back up and running.

- Information will be updated as it's available, check it from time to time.

- Don't Panic

KEEP CALM AND CARRY ON

Tuesday, September 1, 2009

Packing your IT-related equipment

- **You *can* do this.**
- **Unplug all cables from your monitor, computer or laptop, and printer.**
  - If a cable is permanently attached, bundle it up and secure it with a cable tie (available at the help desk).
  - Most cables will only go into the port they're designed for, but if your computer has multiple of the same port, put some scotch tape over the one you're not using.
- **Label the Computer, Monitor, Printer, and other large items. Label the keyboard, too.**
- **Put the cables, keyboard, mouse, and other small items into the "keyboard bag", and label that.**
- **If you can't do this, we'll do it for you. Make a reservation!**

Tuesday, September 1, 2009

Packing (continued)

- If Systems packs your equipment for you, we may have to do it on Thursday, 9/10 depending on how many people request it.
- Laptop users will be packed on 9/10.
- Bring your laptop home! (Get paperwork!)
- If you have a small hard disk, we recommend bringing it home. Otherwise, pack it in the keyboard bag.
- At noon on 9/11, everything needs to be packed.
- Systems will sweep through 221 and 360 shortly after noon to ensure everything's ready to go from an IT perspective.
- Systems will label the large printers and copiers and general use fax machines.

Unpacking your IT-related equipment

- When you arrive at work on Monday, 9/14, your computer equipment will be waiting for you.
- Your network cable in the new building should be labeled with your name and plugged into its wall jack.
- Just plug things in the same way they were before you unplugged them.
- As with disassembly, if you feel you can't do this, let us know and we'll schedule you.

Tuesday, September 1, 2009

Trouble?

- IT Problems can be reported to the Help Desk (2E15, x6813, systems@mcs.anl.gov).
- Other issues can be reported on the form you'll find sitting on your desk. Carter Group representatives will be in the building collecting these forms.
- Systems will be in the building on Sunday making sure things are working well enough to minimize problems on Monday.
- It may take a bit for the printer/copier/ fax situation to settle out.

- You have always been a pleasure to support, and we really appreciate all the patience you can give us.

Questions?